# Secure Remote Viewer (SRV) User Guide

# Training Content

- Log In
- Set-up
- Site Access
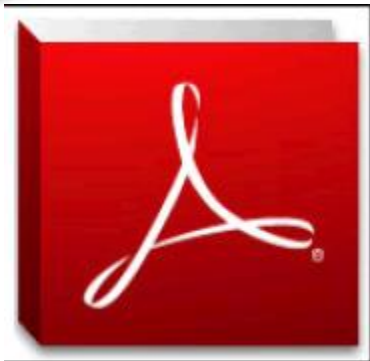- Infant Search

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# Set-up: Browsers

## Supported Browsers

- Microsoft Internet Explorer v7.0-9.0

All other browsers are being internally tested and may not perform as expected.  We are asking that for this initial period all users access the SRV site using the browsers listed above.

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# Set-up: Image Reader

In order to be able to view the results the computer will need to have the ability to view PDF images.

There is a link on the search page that will direct the user to download Adobe Reader. Alternatively, the download link is also available at:
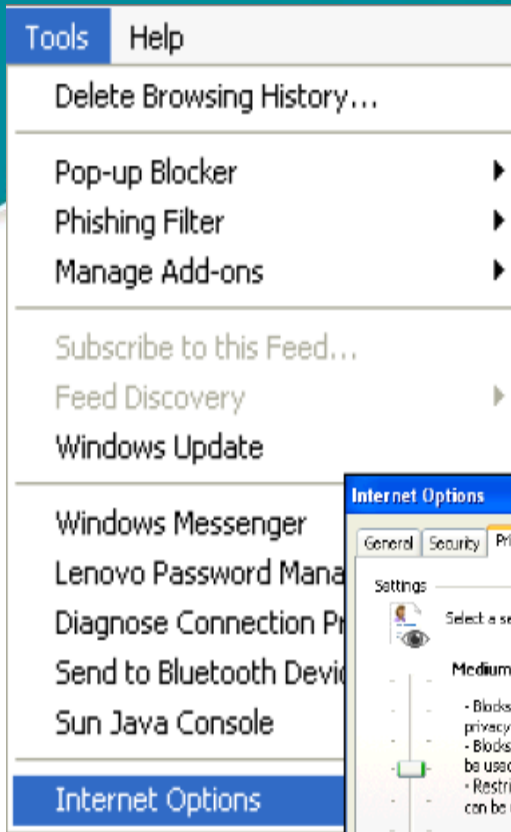
http://get.adobe.com/reader

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# Set-up: Pop-up Blocker

In order to ensure that authentication can occur properly as well as ensure the result pop-up's appear, the computer will need the Pop-up Blocker turned OFF for the browser.
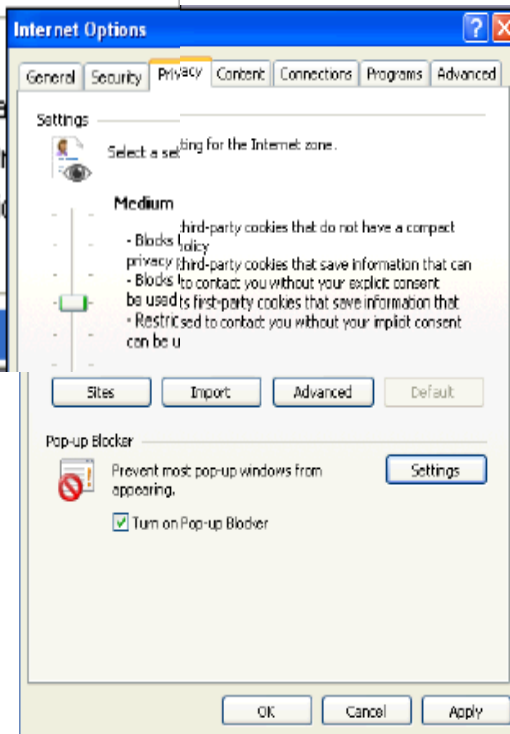
Users can modify the browser settings to enable pop-ups for specified web sites.

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# Set-up: Pop-up Blocker – Internet Explorer

**Steps:**

- Select Tools > Internet Options > Privacy
- Check the Pop-up Blocker check box
- Select the Settings button
- Enter the following for the "Address of website": [Address Here]
- Select the Add button
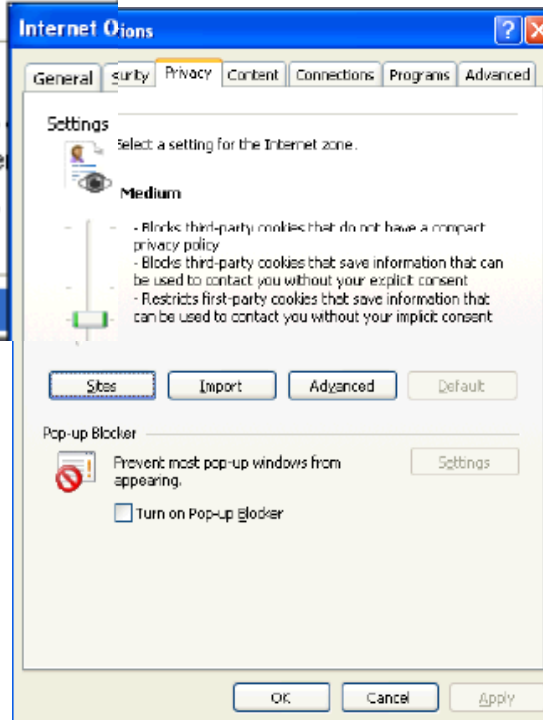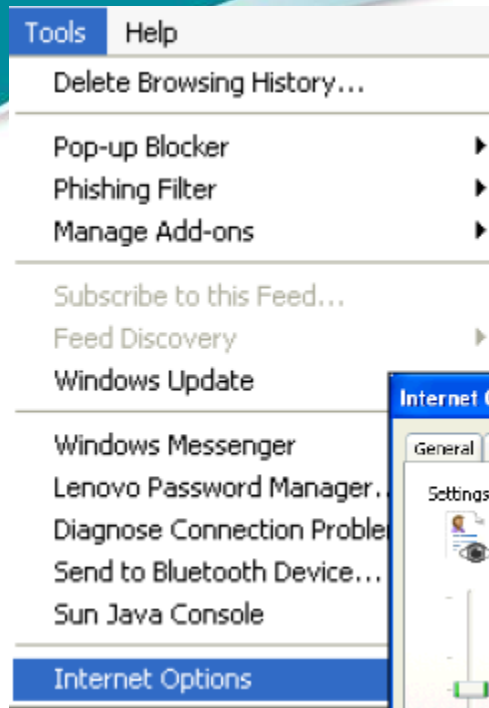- Select the Close button
- Select OK



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# Set-up: Enable Cookies

This site has been created based on utilizing Browser Cookies.  The browser used must be set up to enable cookies.

Users can modify the browser settings to allow specified sites to set cookies on the computer.

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# Set-up: Enable Cookies – Internet Explorer

Steps:

- Select Tools > Internet Options > Privacy

- Enter the following for the "Address of website":

  [Address Here]

- Select the Allow button

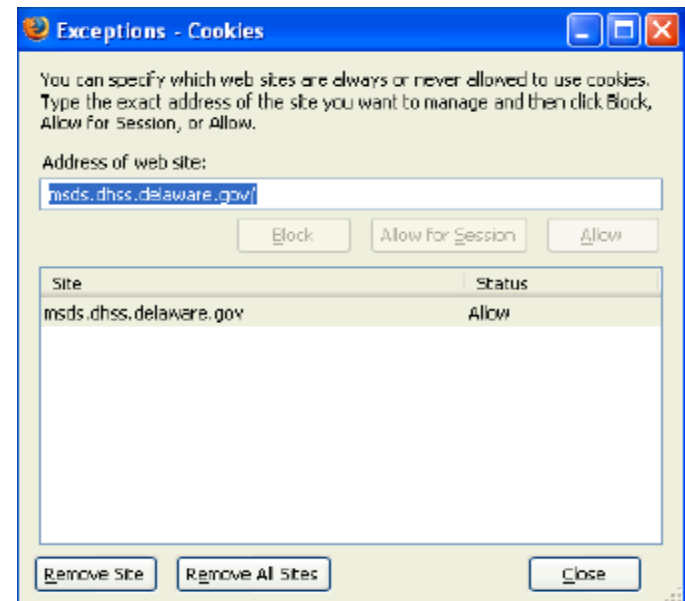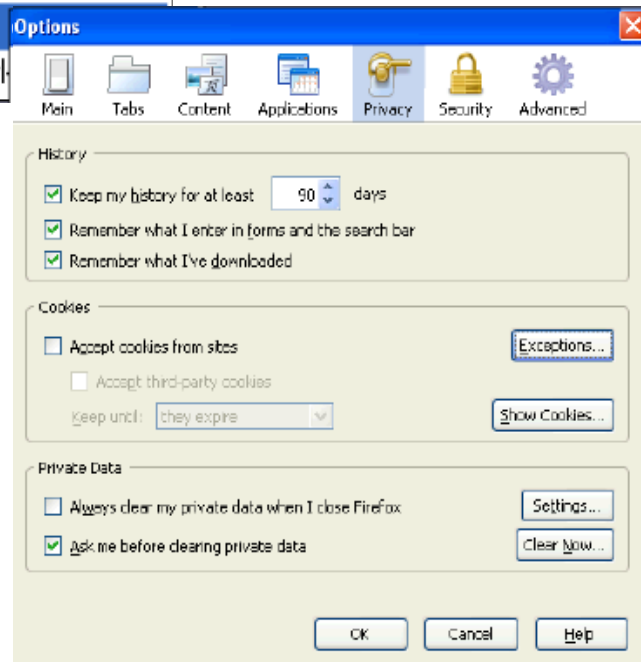- Select the OK button in both pop-up windows

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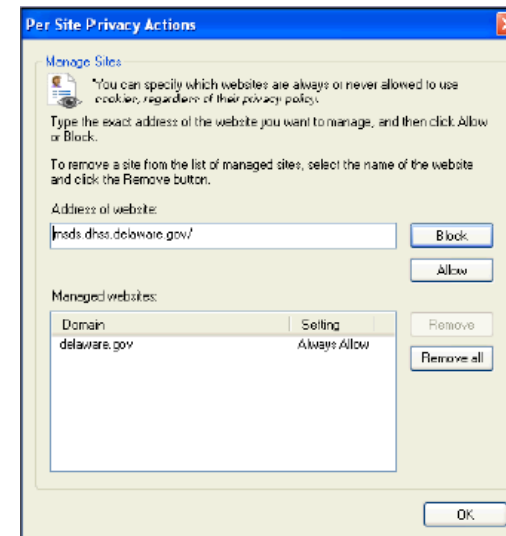
# Set-up: Enable Cookies – Firefox

Steps:

- Select Tools > Internet Options > Privacy
- Enter the following for the "Address of website":

  [Address Here]

- Select the Allow button
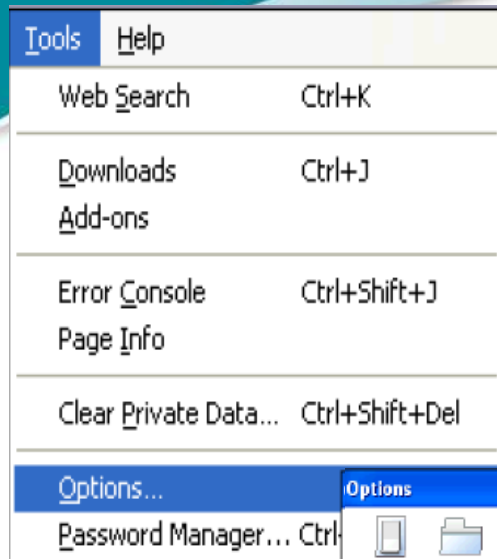- Select the OK button in both pop-up windows



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# Site Access: Login Page

Now that the browser has been updated, the SRV site can be accessed.  Site access is only granted to pre-approved users.  Each user will need an account set up by the Department of Health.  Once the log in credentials have been provided, the users will enter the following web address:

User Name [                    ]

Password [                    ]   Forgot Password ?
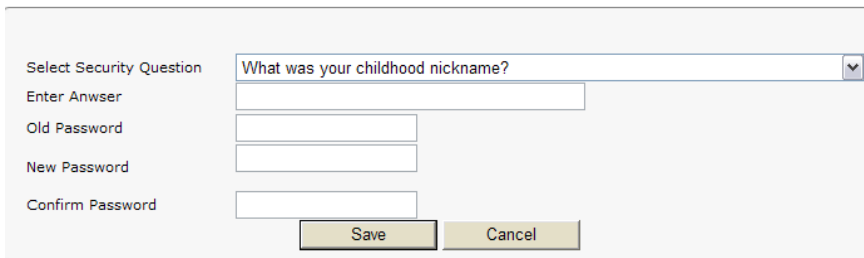
[Login]

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# Site Access: User's First Log In

When the log in credentials are being used for the first time, the system will prompt the user to:

1. Create their own password (other than the system generated password
2. Select a security question and input an answer

Once the Save button is selected the system will store the new password and return to the login page where the user will enter username and new password.

**Please select a security question and reset your password**

| | |
|---|---|
| Select Security Question | What was your childhood nickname? |
| Enter Anwser | |
| Old Password | |
| New Password | |
| Confirm Password | |
| | Save    Cancel |

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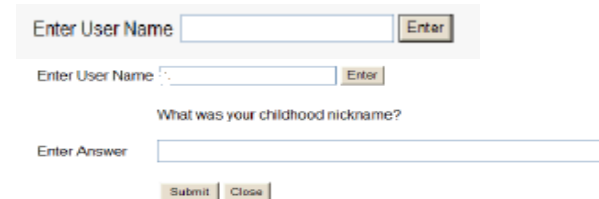Note: Security question/answer allows for tighter security.

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# Site Access: Forgot Password

If the username or password do not match what is stored in the system
**Invalid user name or password** will appear and the user will be instructed to re-enter the information.

If you can't remember the password the system will allow the user to reset the password in a few simple steps.

1.  Select  Forgot Password  link on the log in page
2.  Enter the username for the account
3.  Enter the answer to the security question
4.  Click Submit and the log in page will appear



5.  You will  be brought to the login screen and see the following message on screen:  **Your Password has been sent in Email.**   Your new temporary password will be emailed to you from customersupport@neometrics.com

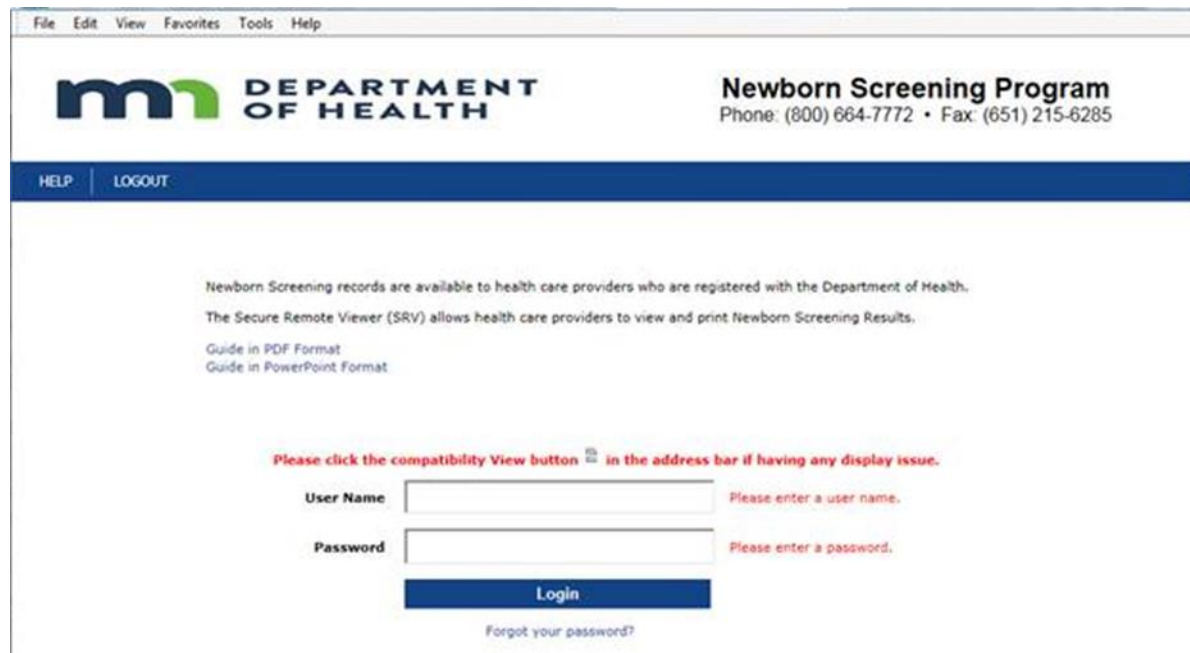Note:  When logging in with the reset password ensure the entire new password is entered.  Each time a password is reset the following data will need to be re-entered 1) security question 2) the reset password and new password

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# Site Access: Log In to Landing Page

When the log in credentials are entered the system will bring the user to the default home page. Once the user is logged in, the SRV icon will display. You are able to:

- View contact information for the State
- Log out of the SRV system
- View informational messages posted by the State and,
- Access Results Reports



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# Site Access: MN Disclaimer

Users will be required to agree to the legal disclaimer each time they log into iCMS.

**Attention**

The Minnesota Department of Health (MDH) Newborn Screening Program is charged (in Minnesota Statutes, sections 144.125 to 144.128, and 144.966) with providing testing and follow-up for a defined set of congenital and heritable conditions to all infants born in Minnesota. Successful screening and follow-up only occurs with efficient and ongoing interactions between MDH and its clinical and laboratory partners throughout the state. To this end, the Minnesota Newborn Screening iCMS system is utilized to allow for secure, real-time communications between MDH staff and appropriate clinical or laboratory staff involved in patient care and follow-up of newborn screens. The Minnesota Newborn Screening iCMS system is subject to federal, state, and local privacy protections.

With respect to my access to the Minnesota Department of Health secure iCMS system and information, I acknowledge the following:

• I understand that I am responsible to prevent unauthorized users from accessing the MDH iCMS system using my user ID and password.
• I will immediately report any suspected or actual

○ Agree     ● Do not Agree

Submit

# Infant Search: Search Criteria

## An infant can be found one of three ways:

1. Entering the infant's DOB and two of the following fields:
    - Infant Last Name
    - Infant First Name
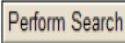    - Mother's Last Name
    - Mother's First Name
    - Gender

 -or-

2. Medical Record Number and Infant Date of Birth

-or-

3.    Submitter Number and Collection Date

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# Infant Search: Search Criteria

Once the search criteria has been entered select the `Perform Search` button at the bottom of the page.
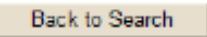
If you want to clear or re-enter the search criteria select the `Clear Criteria` button at the bottom of the page.

If the minimum criteria hasn't been

entered "invalid search criteria" will display
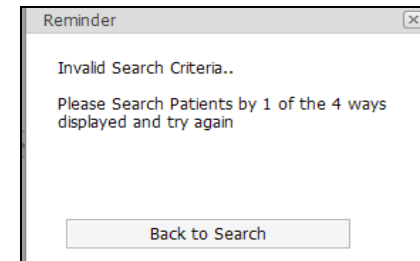


If the system is unable to find results that match the "No Records Found" message will be displayed.
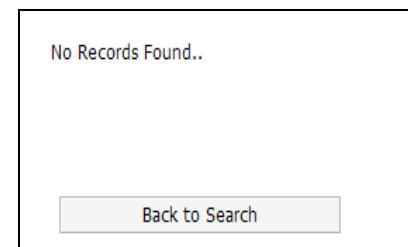


In order to perform another search the user must click the `Back to Search` button.

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# Infant Search: Search Results Grid

If the system is able to find results that match the search criteria the resulting grid will display with all of the infants that fall within the criteria entered.



| Check Record to View | NBS Form # | Baby Name | Birth Date | Mother Name | Collection Hospital Name | Date Collected | Lab No. | Medical Record # | Status |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | | | | | VANDERBILT CHILDREN'S HOSPITAL - WBN | 04/12/2013 | | | Reported |
| ☐ | | | | | VANDERBILT CHILDREN'S HOSPITAL - WBN | 04/12/2013 | | | Reported |

Note: Some information has been cleared from the grid to comply with HIPAA regulations

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# Infant Search: Reported and Pending Results

If the system is able to find results that match the search criteria the resulting grid will display with all of the infants that match the criteria.

The "Check Record to View" column will only have a checkbox to be selected if there is a report for the patient.

- If there is a report, the status will be "Reported".
- If there is not yet a result report for the patient, the status will be "Pending"

| Check Record to View | NBS Form # | Baby Name | Birth Date | Mother Name | Collection Hospital Name | Date Collected | Lab No. | Medical Record # | Status |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | D | SSRG, | | | REGIONAL MEDICAL CTR AT MEMPHIS | | | | Reported |
| | D | GXRSF | | | NO HOSPITAL LISTED | | | | Pending |

[View Mailer]  [Back to Search]

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# Infant Search: Search Results Grid

The results grid allows the user to perform an additional filter if more than one result displays on the grid. In this example, "ab" has been entered in the filter field for baby name which reduced the number of infants in the results grid from 9 to 1.
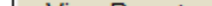
To return to the original set of search the user would check/uncheck the search box in the lower left of the search grid. To clear the filter the user would select the Clear link in the lower right corner of the grid.



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# Infant Search: View Results

Once the infant is located the user would simply check the box next to the name (which highlights the row(s) in a green background) and selecting the | View Report | button at the bottom of the page.



Note: Multiple results can be selected at one time.

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After the View Report button is selected a pop-up appears prompting the user to open or save the file.



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The results will display as a PDF file.

The user has the ability to print or save the results .pdf file as needed.

When finished viewing/saving the results the user can close the document window and the search results will still be available.

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# State Contacts

**If you have questions or require additional assistance, please contact the individuals listed below:**

Newborn Screening
601 Robert St N.
St. Paul, MN 55155

Phone: (651) 201-5466
Toll Free: (800) 664-7772
Fax: (651) 215-6285

Email: health.newbornscreening@state.mn.us
Website: http://www.health.state.mn.us/newbornscreening/

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